



**EXAMINATION ANNOUNCEMENT**  
**PROMOTIONAL EXAMINATION**

**AUDITOR SPECIALIST III, BUREAU OF STATE AUDITS (Information Systems)**  
**(JC88/4114)**

**SALARY RANGE: \$6,915- \$9,093**

**POSITIONS WITH THE CALIFORNIA STATE AUDITOR'S OFFICE EXIST IN SACRAMENTO ONLY**

**WHO CAN APPLY:** Applicants must meet one of the following eligibility requirements:

- 1.) Must have a permanent civil service appointment with the California State Auditor by the final filing date.
- 2.) Must meet the provisions of State Personnel Rules 234 or 235.
- 3.) Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990.
- 4.) Must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.
- 5.) Must be a person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code 18991.  
(Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]).

**HOW TO APPLY:** Please submit a State Application (STD. 678) to the address indicated below. All applications must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. **Faxed or emailed applications will not be accepted.**

*Do not submit applications to the California Department of Human Resources (CalHR) or State Personnel Board.*

**WHERE TO APPLY:**

California State Auditor  
Human Resources Office  
621 Capitol Mall, Suite 1200  
Sacramento, California 95814

**SPECIAL TESTING ARRANGEMENTS:** If you have a disability and need special testing arrangements, please answer "yes" to question #2 on the Std. 678. You will be contacted to make specific arrangements.

**CONTACT INFORMATION:** If you have any questions concerning this examination or announcement, please contact the Human Resources Office at 916-445-0255.

**FINAL FILING DATE: JULY 10, 2015**

**EXAMINATION INFORMATION:** This examination will utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the ten-year limit printed on the application. When completing the application include "to" and "from" dates (month/date/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. Failure to provide complete information may result in rejection from the examination. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

**Education & Experience -- Weighted 100%**

**ELIGIBILITY LIST INFORMATION:** A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** All applicants must meet the education and experience requirements for this examination as of the date the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

**MINIMUM QUALIFICATIONS:**

**Education:** Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) **and**

**EITHER I**

**Experience:** One year of experience in California state service performing professional information systems auditing at the Bureau of State Audits at a level equivalent to an Auditor Specialist II, Bureau of State Audits (Information Systems).

**OR II**

**Experience:** Broad, extensive (more than five years), and increasingly responsible experience performing professional auditing including at least three years' experience in information systems auditing and programming systems analysis. Experience must also have involved the preparation of written audit reports and the presentation of recommendations to management. Information systems audit work must have included experience with large or complex electronic data processing systems. (Experience in California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to an Auditor Specialist II, Bureau of State Audits (Information Systems) for a period of at least one year.)

---

**THE POSITION:** This is the supervisory/managerial and highest level in the series. Under the general direction of the Principal Auditor, incumbents are responsible for the California State Auditor's information systems audit function; supervise two to six staff members; manage highly complex information systems audits where the work is the most critical and sensitive in nature; oversee the daily activities of the Information Systems Audit Support Unit (unit); recruit, select, train, and evaluate the work of staff assigned; perform unusually difficult, complex, and/or sensitive aspects of information systems audits and/or reviews; perform comprehensive information systems risk assessments; and advise nonspecialist auditors and executive management on standards and current trends related to information systems auditing.

**DESIRABLE QUALIFICATION:** Possession of a valid certificate for Certified Information System Auditor (CISA).

---

**SCOPE:**

**Knowledge of:** Government Auditing Standards and general audit procedures; principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods; research and information gathering techniques; basic principles and practices of descriptive and inferential statistics; operations, procedures, functions, and work standards of the office; computer source languages such as Assembly, FORTRAN, COBOL, Rpg, and Basic; job control language, utilities, and processing conventions with large data bases; and report writer packages such as Culprit and/or Mark IV and other audit software, such as ACL; the organization and management of a broad range of governmental entities; professional information systems auditing, security, and control standards and practices; program planning, development, and evaluation; principles and practices of employee supervision, development, and training; principles and practices of project management and coordination; application of organizational and management theory; and knowledge in the areas concerning equal opportunity in hiring and employee development and promotion.

**Ability to:** Apply the required knowledge; and learn and apply specialized information systems auditing methods and procedures; clearly understand and define the audit objectives; develop approaches and methodologies to meet audit objectives; identify controversial or sensitive issues affecting the audit; plan, organize, and effectively communicate with

audit teams; provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted testing techniques; reason logically and creatively and use a variety of analytical techniques to resolve problems; and develop and evaluate alternatives to resolve problems identified; plan, organize, and effectively communicate with office management and audit teams; prepare and deliver formal presentations to office staff and management; effectively contribute to forming and revising office policy and procedures involving information systems audits; plan, organize, and direct the work of a staff engaged in a variety of complex information systems audits and reviews; prepare, review, present, and defend information systems audit findings to office management; establish and maintain project priorities; assess staff performance and develop the skills and abilities of subordinate staff; oversee the daily operations of the Information Systems Audit Support Unit; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

---

**ADDITIONAL INFORMATION:**

- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available on line at [www.jobs.ca.gov](http://www.jobs.ca.gov).
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list.
- **The California State Auditor** reserves the right to revise the examination plan to better meet the needs of the office if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) sub-divisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.
- Upon appointment, all employees of the California State Auditor are subject to a **background check and fingerprinting**.
- Position(s) exist in Sacramento only.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*